

## Departmental Space Representative

### RESPONSIBILITIES

Act as liaison between Space Planning & Logistics and the department(s) represented for communication purposes and verification of data submitted.

- Inform department members represented of role as Space Representative to ensure you are made aware of all requests/needs.
- Obtain department management approval for space changes prior to submitting form to SP&L Coordinator.
- Communicate department space information (additional space and space not needed) to SP&L Coordinator. Be aware of department requests for reconfigurations of work areas.
- Ensure proposed office occupants are grade 12 or above unless they meet criteria for exceptions, e.g., management with direct PM salaried reports, confidentiality of work and need for security of operation. Note: There will be exceptions to standards due to available space & the most cost effective options when requests are reviewed & evaluated.
- Work with department members and SP&L Coordinator to get detailed information to assist with meeting the request.
- Ensure areas affected by moves are cleared out to prevent holding up moves. If you are unavailable, please ensure someone is accountable for handling.
- Communicate with department member's status of space requests.
- Negotiate with department management within function to accomplish goals regarding workspace to be permanently or temporarily assigned. Communicate results with SP&L Coordinator for approval.
- Stay abreast of headcount changes to include PM and contractor personnel, and changes to responsibilities which could affect storage or workspace.
- Lead contact for SP&L and Maintenance services when department members have questions.